

Foster Care Review Board Contract Facilitators

The Iowa Child Advocacy Board (ICAB) is seeking proposals from qualified and available individuals for services as outlined in this document. The need is for professional facilitation services for Foster Care Review Board meetings in Polk County.

Background Information

The Iowa Child Advocacy Board (ICAB) is responsible for administering the Foster Care Review Board (FCRB) program in areas throughout the State of Iowa. The FCRB provides an essential service for Iowa children who are removed from their homes and placed in foster care. Under Iowa Code Chapter 237, the FCRB is required to review all cases referred to it to determine if satisfactory progress is being made toward the goals of the child's permanency plan. In addition to meeting the requirements of Iowa law, the reviews are constructed to meet federal requirements for a foster care administrative review system. Review must be held in the manner prescribed in the Agency's Policy and Procedures Manual (<https://childadvocacy.iowa.gov/fcrb-policies-and-procedures>), fully using the assistance of the facilitator and ICAB staff.

Proposals are being sought for the following area: **Polk County** (1 board) - fourth Thursday

A qualified facilitator needs the abilities and capabilities which include, but are not limited to:

- Being available for scheduled review day,
- Maintaining confidentiality of case records and information,
- Being proficient with Microsoft Word and Google Applications to prepare case report templates for each review,
- Having access to their own laptop, internet access and any supplies deemed necessary to carry out the scope of work.
- Completing pre-meeting tasks such as setting up the meeting space, placing signs at the meeting site, etc,
- Effectively managing time to ensure reviews run according to the agenda,
- Following review process and procedures as outlined in the agency's handbook and Policy and Procedures manual,
- Taking accurate notes of testimony presented at reviews,
- Managing board members and interested parties to facilitate the review process,
- Reading back the testimony provided during the reviews before closing the review,
- Writing accurate FCRB reports,
- Submitting timely FCRB reports within five (5) calendar days post-review,
- Working with an editor to finalize reports and submitting the reports to the local administrative assistant by the 12th calendar day post-review,
- Returning all review materials, paperwork and board member files to the local FCRB office by 5 business days post-review,
- Delivering training material provided by the agency, to the board members when scheduled on the agenda.

Scope of Work

1. The purpose of the facilitator is to assist the local foster care review board to meet ICAB requirements and Code of Iowa requirements, which include specific review of:
 - a. The past, current, and future status of the child and placement as shown through the case permanency plan and case progress reports submitted by the agency responsible for the placement of the child and other information the board may require.
 - b. The efforts of the agency responsible for the placement of the child to locate and provide services to the biological or adoptive parents of the child.
 - c. The efforts of the agency responsible for the placement of the child to facilitate the return of the child to the home or to find an alternative permanent placement other than foster care if reunion with the parent or previous custodian is not feasible. The agency shall report to the board all factors which either favor or mitigate against a decision or alternative with regard to these matters.
 - d. Any problems, solutions, or alternatives which may be capable of investigation, or other matters with regard to the child which the agency responsible for the placement of the child or the board feels should be investigated with regard to the best interests of the state or of the child.
 - e. The compliance of the interested parties with the decision-making rights and responsibilities contained in the family foster care or pre-adoptive care agreement applicable to a child.
2. Specific deliverables include:
 - a. timely preparation for the FCRB meeting including accessing case files from a secured, shared Google Drive,
 - b. facilitation of the agenda items during the meeting day, and
 - c. completion/submission of the FCRB Reports and the other materials in the manner required by the agency as described in the FCRB Policy and Procedure Manual, the Facilitator Handbook and other pertinent documents.

Pay

Payment for services performed hereunder by the facilitator shall be based on the particular Board(s) for whom the facilitator contracts. Board meeting review slots are determined 30 days in advance of the meeting. In consideration for and upon completion of the tasks associated fulfilling the contract terms, the facilitator will be paid. Conditions for payment of services will require fulfilling the scope of work; providing the meeting's in-service training to the volunteers in the manner expected; and meeting all timelines for report submission.

For each Board meeting, the facilitator will be:

- Reimbursed \$0.39 per mile roundtrip from domicile to the meeting site;
- Paid a \$40.00 base pay for the meeting site preparation, case consultation and training delivery;
- Paid \$50.00 per review slot for which a report is written for case reviews;
- Paid \$25.00 per review slot that is cancelled within 5 calendar days of the meeting date.

The agency has sole discretion to determine the agenda/slots for any given board meeting.

The facilitator shall attend the pre-service training (which is also required for volunteers) within 90 days of the signing of this contract. Reasonable expenses incurred as a result of training attendance will be reimbursed.

Other training or meetings authorized by the coordinator (such as group meetings of facilitators) which may occur are paid on the facilitator's invoice under Professional Consultation Services and paid as \$20.00 per meeting or training hour (the meeting lengths will vary).

Travel time for meetings and attending training is not compensated.

To apply:

Send a cover letter, comprehensive resume and three references to:

Sherri Ripperger
Child Advocacy Board
321 E 12th Street
Lucas Building, 4th Floor
Des Moines, IA 50319

Please include a one-page, double-spaced sample of your writing style. Write about the following topic:
Describe the knowledge, skills, abilities and other characteristics you possess that fit the abilities of the facilitator position.

Application Deadline: May 21, 2021